

## THE CITY OF CLAYTON

Board of Aldermen Meeting  
City Hall – 10 N. Bemiston Avenue  
January 22, 2013  
7:00 p.m.

### Minutes

Mayor Goldstein called the meeting to order and requested a roll call. The following individuals were in attendance:

Aldermen: Michelle Harris, Mark Winings, Joanne Boulton, and Alex Berger III.

Mayor Goldstein  
City Manager Owens  
City Attorney Heinz

Absent: Andrea Maddox-Dallas and Cynthia Garnholz.

Mayor Goldstein asked for any questions or comments relating to the January 8, 2013 minutes, which were previously provided to the Board.

**Alderman Harris moved to approve the January 8, 2013 minutes. Alderman Winings seconded the motion.**

**The motion to approve the minutes passed unanimously on a voice vote.**

### **PUBLIC REQUESTS AND PETITIONS**

None

### AN ORDINANCE TO APPROVE A 4TH QUARTER AMENDMENT TO THE FISCAL YEAR 2012 BUDGET

City Manager Owens reported that this is the fourth quarter budget amendment for approval and noted that the Board was provided a handout with additional information as a response to questions received earlier this evening.

In response to an earlier question, Janet Watson explained why it is necessary for quarterly amendments. She stated that when reviewing the budget quarterly it helps to communicate to the Board any changes that may occur and that it is also an opportunity to remind staff of those changes. She explained that some things may occur throughout the year that is discussed as an agenda item for Board consideration and approval to which then sometimes requires an amendment to the budget. She said that at year-end staff would like to get as close as possible to where they hope they will end up, especially in any areas that may be over-budget. She said that there were some revenue items that came in under the FY2012 budget and staff felt this information was important to communicate to the Board as well as important in the budget planning process.

Ms. Watson explained that in FY2010 and prior, the City handled the budget on a cash basis, but now the budget is on a modified accrual basis and is the same method as the Comprehensive Annual Financial Report (CAFR). The change to an accrual basis began at the end of FY2011.

She said that staff would normally submit the final amendments in December in order to be sure that all revenues are received and expenditures recorded which can occur through November, but this year the second meeting in December was cancelled due to the holiday and then an unexpected illness caused her to miss the first meeting in January. She assured the Board that the schedule should be on track for December this year.

With regard to the General Fund, Ms. Watson explained that the revenue numbers are just budgeted amounts and that the final year-end financial report will be provided at the next BOA meeting. The City ended the General Fund with an approximate \$2.5 million deficit. The original budget projected a \$2.8 million deficit, so while revenues were lower than planned staff was able to hold the line on expenditures to end the year better than originally planned.

**Alderman Harris introduced Bill No. 6373 to consider approving the FY2012 4<sup>th</sup> Quarter budget amendment to be read for the first time by title only. Alderman Winings seconded.**

**City Attorney Heinz reads Bill No. 6373, an ordinance to consider approving the FY2012 4<sup>th</sup> Quarter budget amendment for the first time by title only.**

**The motion passed unanimously on a voice vote.**

**Alderman Harris introduced Bill No. 6373 to consider approving the FY2012 4<sup>th</sup> Quarter budget amendment to be read for the second time by title only. Alderman Winings seconded.**

**City Attorney Heinz reads Bill No. 6373 for the second time; Alderman Harris – Aye; Alderman Winings – Aye; Alderman Boulton – Aye; Alderman Berger – Aye; and Mayor Goldstein – Aye. The Bill was adopted and became Ordinance No. 6252 of the City of Clayton.**

**AN ORDINANCE TO CONSIDER AUTHORIZING EXECUTION OF A CONTRACT WITH THE WILSON GROUP, INC FOR THE HANLEY HOUSE WINDOWS PROJECT**

City Manager Owens reported that the scope of the work includes removing, conserving and re-setting the existing windows at the Historic Martin Franklin Hanley House. The works consists of removing existing window sashes and installing temporary enclosures, refurbishment of existing sills at exterior, installation of steel lintels, refurbishment of interior casings, conservation of window sashes and reinstallation. He said that although there were a number of companies that were interested in the work they only received one bid which was within the estimated budget. Recommendation is to approve the ordinance authorizing a contract with The Wilson Group, Inc. in the amount of \$229,050 plus a contingency of \$34,357 for the Hanley House Windows Project.

**Alderman Harris introduced Bill No. 6374 to consider approving a contract for the Hanley House Windows project to be read for the first time by title only. Alderman Winings seconded.**

**City Attorney Heinz reads Bill No. 6374, an ordinance to consider approving a contract with The Wilson Group, Inc. for the Hanley House Windows project for the first time by title only.**

**The motion passed unanimously on a voice vote.**

**Alderman Harris introduced Bill No. 6374 to consider approving a contract for the**

**Hanley House Windows project to be read for the second time by title only. Alderman Winings seconded.**

**City Attorney Heinz reads Bill No. 6374 for the second time; Alderman Harris – Aye; Alderman Winings – Aye; Alderman Boulton – Aye; Alderman Berger – Aye; and Mayor Goldstein – Aye. The Bill was adopted and became Ordinance No. 6253 of the City of Clayton.**

**AN ORDINANCE TO CONSIDER APPROVING A CONTRACT WITH CHRISTNER, INC. FOR LANDSCAPE SERVICES**

City Manager Owens reported that this is a request to approve a contract with Christner, Inc. for landscape services. The city employs the expertise of a consulting contractor for landscape architecture and review of plans submitted for any development that occurs. The costs are charged back to the developer in order to not have an impact on the city's budget. Because this type of work generally tends to be very complex for development plans the city relies on the expertise of this kind of service. He explained that the interview panel, Susan Istenes, Louis Clayton, and Susan Renard went through a competitive selection process, interviewing four different firms and recommended Christner, Inc.

**Alderman Harris introduced Bill No. 6375 to consider approving a contract for landscape architectural services to be read for the first time by title only. Alderman Winings seconded.**

**City Attorney Heinz reads Bill No. 6375, an ordinance to consider approving a contract with Christner, Inc. for landscape plan review services and related activity for the first time by title only.**

**The motion passed unanimously on a voice vote.**

**Alderman Harris introduced Bill No. 6375 to consider approving a contract for landscape architectural services to be read for the first time by title only. Alderman Winings seconded.**

**City Attorney Heinz reads Bill No. 6375 for the second time; Alderman Harris – Aye; Alderman Winings – Aye; Alderman Boulton – Aye; Alderman Berger – Aye; and Mayor Goldstein – Aye. The Bill was adopted and became Ordinance No. 6254 of the City of Clayton.**

**Other**

None

There being no further business the meeting adjourned at 7:10 p.m.

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Mayor

ATTEST:

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City Clerk